

# Safety Cameras/Infringement Processing - Procurement - Key Deliverables/Risks

Key Deliverables - Infringement Processing /Safety Camera Management	Planned Date
Procurement Plan Approved	8 September 2020
Request for Information (RFI)	09 October 2020
Detailed Requirements Completed	30 October 2020
Enterprise Architecture Completed	18 December 2020
Request for Proposal (RFP)	21 December 2020
Supplier Selection	19 April 2021
Business Case Approved	21 June 2021
Contract Start Date	05 July 2021

Risk	Mitigation
Inadequate selection of supplier/partner due to their insufficient understanding of Waka Kotahi requirements (business, functional, technical).	Detailed requirements (business, functional, technical) developed to support the procurement process. Suppliers are properly briefed and have opportunities to ask questions to confirm their understanding of Waka Kotahi requirements and needs.
Selected supplier does not deliver to agreed quality standards within agreed cost/budget/timeframes.	Waka Kotahi and supplier management have established a stringent oversight process of supplier delivery to ensure mitigation of risk. Escalation process to governance, responsible Waka Kotahi executives and supplier executive team is in place to address issues quickly. Contractual risk allocation established to ensure delivery incentives in place.
Implementation dependency on core application/infrastructure technology components that may be subject to change or review may impact delivery timelines and costs.	Definition of enterprise architecture and solution architecture designs that confirm application / infrastructure components enabling proper implementation planning and costs.
Inadequate transition and cutover planning impacts transition process from NZ Police to Waka Kotahi resulting in operational issues at go-live.	Early transition and cutover planning with NZ Police to agree optimal option for transition. Early engagement with selected supplier to ensure transition process is agreed and forms basis of implementation and operationalisation planning.
Failure to undertake proper security and privacy assessment processes may result in privacy breaches resulting in adverse publicity and loss of information.	Implementation planning incorporates security and privacy assessment processes to ensure robust mechanisms and procedures in place to protect against breaches.
Required subject matter expertise / operational knowledge in safety cameras and infringements processing domains may not be available to support key programme processes / activities	Seek governance assistance to secure internal business stakeholders that can be dedicated to and embedded within the programme. Consideration is also given to securing external resources with relevant domain expertise that can be incorporated into the programme.